

## Ware Town Council

### Biodiversity and access to nature Working Group Terms of reference

The working group will be known as the Access to nature and biodiversity working group N/B and will be responsible to Ware Town Council (WTC)

#### Role and Purpose

The objectives of the N/B will be to carry out all necessary investigation and seek advice to allow it to put forward impartial, comprehensive and feasible proposals with recommendations / options to the Council for the completion of the project.

*To improve biodiversity and expand access to nature within Ware.*

Once approved by WTC the group will have delegated authority for the delivery of the plan

At all times member of the N/B are guided towards improving access to nature for the people of Ware and enhancing the towns biodiversity

Specific objectives:

1. To generate proposals for improving habitats within ware ,This includes properties of ware town council , individuals and external organisations .
2. To develop projects for WTC to undertake in an effort to improve people's relationships with nature
3. To promote the benefits of nature to other levels of local government, businesses, community groups and housing associations.
4. To coordinate publicity and community engagement as required.

#### Membership

The working group will be known as the N/B Project group and will comprise of

Councillors George Williams, Graeme Hill, James Taylor-Moran, Barney Bryant  
External Expert, We will appoint up to 4 people knowledgeable in the subject

Officers Terry Philpott Sean Higgins Sarah Fenton Heidi Pateman

The R&D Project group may recommend the appointment of new members as they see necessary but all such appointments will be subject to prior approval of the Council by majority vote at a formal meeting.

## Roles and Responsibilities

The chairman of the group will be George Williams (following confirmation by WTC).

Terry Philpott, Town Clerk – Oversight and coordination

Sarah Fenton – Communication as required

Sean Higgins – RFO – Tender management – budgetary control and reporting

Heidi Pateman- Climate and biodiversity officer, Advisory

## Meetings

All meetings will be chaired by George Williams, in the absence of the chair the group will appoint a chair for the meeting.

A meeting quorum will be three members of the project group.

Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, N/B chair makes final decision. Members of the project group may express views for consideration via email if they are not able to attend the meeting.

Meeting agendas and papers will be provided by Terry Philpott.

The meeting will generate an action log and decision log which will be circulated after the meeting.

Meetings will be held as required in person . As much notice as possible will be provided however the nature of the project may require short notice meetings to allow the project to continue.

If required subgroup meetings will be arranged at a time convenient to subgroup members

Where it is not possible to convene a meeting decisions may be made via email at the discretion of the Chair and Town Clerk.

## Reporting timetable

- At each Full Council meeting based on the agreed WTC schedule
- Additional Full Council meetings may be requested when decisions are required outside the remit of the R&D Project Group terms of reference.

## Public Communications

Public communications may be created by any members of N/D, however they must be approved by the Town Clerk /Communications Manager to ensure consistency of messaging.

## Delegation of Authority

The Town Clerk will have the same level of authority as with other matters related to the running of the Council as defined in the scheme of delegation.

Procurement thresholds are in accordance with WTC policies.

Contracts may only be issued by The Clerks office, these to be in accordance with existing policies.

The project group may seek funding from sources that are deemed relevant to the project.

The N/B may make decisions of a non financial nature that do not materially change the intention and spirit of previously made decisions.

## Revisions to the terms of reference

WTC may revise or amend these terms of reference at any time subject to the revisions being in writing and given to the chairman of the working group.

WTC will have the power to dissolve the N/B Group, or alter the structure of the membership at any time by majority vote at a formal meeting of the Council.

The N/B will remain in operation until dissolved by Ware Town Council